

SECRETPIC/D-42/60
30 March 1960

MEMORANDUM FOR: Chief, Data Management Division
Chief, Security Staff
Chief, Coordination Control Staff

SUBJECT: Central Control for Handling of Center Documents and
Materials

1. Pursuant to verbal instructions given you at the special staff meeting of 29 March 1960, this memorandum is to confirm assigned tasks which you were asked to perform jointly.

2. Specifically, the addressees should jointly prepare drafts of PIC Notices and/or Regulations with explanatory memoranda where necessary providing for the following subjects:

a. Centralized control of all incoming and outgoing Agency mail and documents with provision for internal distribution and accounting for same.

b. Centralized control for the handling of all intelligence materials within duly established code word or special project systems and provision for internal distribution and accounting of same.

c. Clarification and delineation of the responsibilities of the Chief, Security Staff and Chief, DMD with respect to security and control.

3. It is anticipated that new PIC Notices and/or Regulations concerning centralized control will call for revision of certain existing special system instructions, e.g. CST No. 34-60. Accordingly, submit appropriate revisions.

4. The dual-code word staff study, [] has been endorsed by the Director, PIC and may be used as a basic reference for the assignment.

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5. The prompt completion of the foregoing tasks is of considerable importance to current operations of the Center. Accordingly, I am asking the Chief, DMD to take the initiative in calling together the addressees in order that assigned tasks may be undertaken immediately.

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**Executive Officer
Photographic Intelligence Center**

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